

## FAQ SHEET

### **Gateway Communities: Keys to Success**

**Thursday June 21, 2001**

**12:30 – 3:00 p.m. EDT**

*An interactive satellite television workshop*

#### ***What is a Gateway Community?***

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Gateway communities are towns and cities that border America's magnificent national and state parks, wildlife refuges, forests, historic sites, wilderness areas and other public lands. What makes gateway communities unique is the public land resource that often serves as the focus of that community's identity and livelihood.

#### ***Who is this workshop for?***

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*Gateway Communities: Keys to Success* is an introductory workshop, designed for community leaders, planning commissioners, public land managers, concerned citizens, friends groups and others interested in identifying issues and tools for successful gateway community/public land partnerships. The workshop will be presented by Edward T. McMahon, Vice President of The Conservation Fund, and include opportunities to interact with Mr. McMahon and other participants around the nation. There is no tuition for this workshop.

#### ***How is this workshop taking place?***

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This workshop is being offered as an interactive television broadcast through the U.S. Fish and Wildlife Service's National Conservation Training Center (NCTC). The workshop will be broadcast live in both digital and analog format to satellite downlink sites that have registered for this workshop. A variety of detailed information on this workshop can be accessed via the NCTC distance learning website at: <http://distancelearning.fws.gov/>. This page includes links to the *Gateway Communities: Keys to Success* event description (<http://distancelearning.fws.gov/gatewaycommunities062101.htm>) and all relevant web links, including those listed elsewhere in this FAQ Sheet.

Downlink sites and individuals must be registered in order to receive workshop materials. Site registration ensures that your downlink site has been reserved for the event, and allows Site Coordinators to receive updates on course information, materials and happenings.

- To register a site, complete and submit the Site Registration Form on the NCTC website: <http://training.fws.gov/forms/sitesgateway062101.asp>.
- Individuals participating at *registered sites* should complete and submit the Participant Registration Form on the NCTC website: <http://training.fws.gov/forms/gatewaysparticipant062101.asp>.

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***How many people should attend at one site?***

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There is no “right number” of people who should attend at one downlink site. The number of individuals attending can be as big or as small as you have room and satellite capabilities to accommodate. However, our experience in shows that a group size of no more than 25 participants facilitates interaction during the workshop. If you have a large number of participants, you may want to break the group into sub-groups prior to the workshop, to facilitate discussion and interaction during workshop activities.

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***How do participants interact?***

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There will be several opportunities to interact during the workshop through directed exercises and during a Question-and-Answer session at the end of the workshop. Participants may interact with Ed McMahon or each other in the following ways.

1. **Phone.** Call 1-877-887-6282. There are multiple phone lines connected to this number and two operators. If the phone keeps ringing, please be patient and continue to hold. Your call will be answered in the order it was received.
2. **Fax** your questions to 1-877-884-6282. A form is available online for your convenience at <http://distancelearning.fws.gov/fax-a-question.PDF>. Please DO NOT add a cover sheet.
3. **E-mail** your question during the broadcast to: NCTC\_Broadcast@fws.gov.

In addition, participants at U.S. Fish and Wildlife Service downlink sites may interact using the One Touch keypad, by pressing the red call button.

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***What do Site Coordinators do?***

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Site Coordinators serve as local hosts for the event. We will provide you with information on how to locate and register your site, draft publicity materials, and a Site Coordinator’s Guide for the broadcast event. Site Coordinators will be responsible for:

- locating a suitable facility/downlink site and getting the site registered with NCTC;
- publicizing the event in your community, using the materials provided online;
- downloading and distributing the Site Coordinator’s and Participant’s Guides from the NCTC website;
- coordinating participant activities during the workshop broadcast; and
- returning evaluation forms after the workshop to NCTC.

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***How do I find a downlink site?***

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You can connect to the broadcast in one of two ways.

1. *A digital satellite dish connected to a federal network.* The U.S. Fish and Wildlife Service has 12 facilities nationwide that are connected to the same digital network used by NCTC. In addition, The Federal Aviation Administration has compatible downlink sites at 43 locations, and the National Park Service has digital satellite downlinks in over 20 locations nationwide. Other federal facilities within your area, such as IRS buildings and VA hospitals, may have downlink sites that you can use. You should contact these facilities directly to determine if a site near you is available to receive this workshop broadcast.

2. *A steerable analog satellite dish set to specific coordinates.* The Bureau of Land Management (BLM) has analog downlink sites that may be available. In addition, a number of community sites, including community colleges, universities, Wal Mart stores, car dealerships, public libraries, hotels and business centers, health care facilities and even local bars may have analog satellite dishes.

Once you have arranged to use one of these sites, you will need to provide the *Gateway Communities* workshop satellite coordinates to the site contact person so that they can steer the satellite dish accordingly. These satellite coordinates are online at:  
<http://distancelearning.fws.gov/NCTC39Gateway.PDF>.

For more information on digital and analog satellite downlink sites, see the online resources *How to Find a Downlink Site* (<http://distancelearning.fws.gov/How2FindaDownlinkSitePDF.pdf>), and *Distance Learning Classroom Locations* (<http://distancelearning.fws.gov/location.htm>) on the NCTC website.

In addition to finding a satellite downlink, Site Coordinators should ensure that the workshop site has adequate seating, restroom facilities, and phone, fax and/or E-mail service to facilitate participant interaction during the workshop.

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### ***How do I register a downlink site?***

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Once you have located an appropriate facility and downlink site for the workshop, you can register your site by completing and submitting the Site Registration Form on the NCTC website at:  
<http://training.fws.gov/forms/sitesgateway062101.asp>. If you need further assistance in locating or registering your satellite downlink, please contact Lisa Deener (304-876-7480 or [lisa\\_deener@fws.gov](mailto:lisa_deener@fws.gov)).

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### ***How do I publicize the workshop?***

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To help in publicizing this event in your community, we have placed the following materials online for Site Coordinators to download and customize. Feel free to use and distribute these materials as needed.

- *Workshop Flyer:* This flyer states the title, instructor and date/time for the workshop. Space has been left for you to fill in your downlink site location, name and contact information. The workshop flyer is available online at the NCTC website:  
<http://distancelearning.fws.gov/gatewaycommunities062101.htm>.
- *Press Release:* A press release for this event is available at The Conservation Fund's website:  
<http://www.conservationfund.org/conservation/>.

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### ***How do I register individuals at my site?***

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Before any individuals can register to participate in the workshop at your downlink site, you must register that site through the NCTC website listed above in *How do I register a downlink site?* Once your site is registered, you should direct individual participants to register using the Participant Registration Form on NCTC's website: <http://training.fws.gov/forms/gatewaysparticipant062101.asp>. A list of registered downlink sites will be available for participants to view using a web link from the Participant Registration Form.

### ***What is the workshop schedule?***

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12:00 – 12:30 EDT	For the half-hour before the workshop begins, NCTC will broadcast a test signal and conduct phone confirmation with Site Coordinators at all registered downlink sites. Site Coordinators should use this time to ensure that they are connected to the satellite broadcast and have prepared phone/fax or E-mail access for participant interaction during the workshop. <i>More information on how to test your site will follow in the Site Coordinator's Guide.</i>
12:30 – 1:00 EDT	To encourage local networking and interaction in your community, we will provide Site Coordinators with materials for leading a “pre-workshop” session during this half-hour. During this time we will broadcast discussion questions and illustrations of key issues for gateway communities. These materials also will be placed in the Site Coordinator's and Participant's Guides. <i>More information on the pre-workshop session will follow in the Site Coordinator's Guide.</i>
1:00 – 3:00 EDT	Workshop presentation, interactive exercises and Question-and-Answer session with Ed McMahon.
After 3:00	<p>Following the broadcast, Site Coordinators should schedule 5-10 minutes for participants to fill out the workshop evaluation sheet. Site Coordinators will be responsible for returning these evaluation sheets to NCTC. <i>More information on the workshop evaluations will follow in the Site Coordinator's Guide.</i></p> <p>In addition, Site Coordinators may choose to schedule some time following the event (e.g. 3:00 – 3:30 EDT) to engage in on-site discussions or activities. Depending on the level of participation and interest in your community or at your site, you might discuss whether the community would like to reconvene to discuss the issues raised during the workshop at another time, or other actions that could be taken to improve your gateway community and public land partnerships.</p>

### ***Who can I call to get help?***

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- For questions regarding the workshop content, or for general information, please contact Anne Desmarais (703-525-6300, adesmarais@conservationfund.org) or Mark Benedict (304-876-7461, mark\_benedict@fws.gov).
- For assistance in locating or registering a downlink site, please contact Lisa Deener (304-876-7480, lisa\_deener@fws.gov).